

VACANCY ANNOUNCEMENT

UIJONGBU CIVILIAN PERSONNEL ADVISORY CENTER APO AP 96205-0707

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: CRC-CPAC-01-01

Opening Date: 02 Apr 01
Closing Date: 18 May 01

POSITION TITLE, SERIES & GRADE: General Helper, WB-3501-00

SALARY: \$4.50 per hour

WORK SCHEDULE: Full Time

DUTY LOCATION: All organizations serviced by the Area II Civilian Personnel Advisory Center.

AREA OF CONSIDERATION: Uijongbu Commuting Area.

WHO MAY APPLY:

1. Unmarried children, stepchildren, adopted children and children under the legal guardianship of the sponsor or spouse, ages 14 through 22.
2. Spouses, under 18 years of age and still in high school.

High School Students must provide written certification from the school that he/she is a full-time student at an accredited high school or trade school.

College Students must be taking at least 12 semester hours of study per semester or 8 hours in a trimester or the equivalent (1.5 quarter hours are equivalent to 1 semester hour). College students may provide as proof, a copy of receipt for registration showing matriculation and number of credit hours for which enrolled.

Conditions: Applications for employment under this program will be considered in the following order of priority in classes of sponsors referred below, without preference for rank. You must reside in the same household with and be a family member of one of the following:

1. Department of Defense military and permanent full-time and part-time appropriated and non-appropriated fund civilian personnel recruited from the United States who have status under the SOFA or JUSMAG Agreement and are assigned or attached to a U.S. Forces installation in the Republic of Korea.
2. Permanent full-time and part-time locally hired U.S. Citizens appropriated or non-appropriated fund civilian employees who have status under the SOFA or JUSMAG Agreement and are assigned or attached to a U.S. Forces installation in the Republic of Korea.
3. U.S. Citizens employed by other U.S. Government agencies, Department of Defense invited contractors, Red Cross personnel, and other categories of personnel affiliated with the U.S. Government with SOFA or diplomatic status.

NOTE: AS A CONDITION OF EMPLOYMENT, SELECTEE MUST PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER PROGRAM.

GENERAL INFORMATION:

1. The Summer Hire Program consists of one sessions: 25 June – 17 August 2001
2. If there are more students than jobs for any session, a lottery will be held.

3. A youth who applies for the Summer Hire Program at a previous location in a different commuting area and then moves with his sponsor to a new duty location, may transfer his eligibility to the new location even though the local summer announcement cutoff date has passed. The applicant will be subject to the selection procedures of the new location.
4. **Applications** must be fully completed with all required documentation before it will be officially accepted. Accepted applications will be date stamped upon receipt. Applications from family member youths specified under conditions 1-2 will be accepted from applicants whose sponsor's PCS orders showing permanent assignment in Korea by no later than the beginning of the session to be worked.
5. Applications will be accepted after the closing date of the announcement from family member youths who report in country after the closing date and will be added to the end of the roster, in order of the date received. These applications will be considered only if more jobs exist than applications from family member youth who applied before the closing date.
6. No placement preference will be given to students who have worked under previous student programs.
7. **Placement priority** will be given as follows:
 - a. All full time college students
 - b. High School students ages 16 or older
 - c. Students 14-15 years of age
8. There will not be any selective placement factors. No specific skills are needed for placement.
9. Name request for students by supervisory/organization will not be honored.

HOW TO APPLY

APPLICATION PACKETS ARE AVAILABLE AT THE JOB INFORMATION CENTER, BUILDING 4314, ROOM 603. THE FOLLOWING FORMS AND/OR DOCUMENTS MUST BE SUBMITTED AS A APPLICATION PACKET BEFORE THE APPLICATIONS CAN BE DATE STAMPED UPON RECEIVED. **INCOMPLETE APPLICATIONS SUCH AS MISSING SUPPORT DOCUMENTS, WILL NOT BE ACCEPTED.**

1. Youth Hire Application Form. Signature and Date must be original. (Use Ink)
2. Verification of Student Status and Consent of Parent or Sponsor.
3. Copy of sponsor's orders.
4. Memorandum for Family Members/Family Member Status Form
5. Local Applicant Questionnaire
6. Selective Service Registration Status (male applicants 18 years of age or older).
7. Geographical Location Selection Form.

8. Mailing Address/Change of Address
9. Race and National Origin Identification
10. Self-Identification of Handicap
11. All applicants must submit a copy of their social security card.
12. Direct Deposit Form
13. Passport and Visa
14. Military Identification Card

For further information regarding this announcement, please call 732-6090.

MAGGIE L. THOMAS
Chief, Personnel Services Division

YOUTH HIRE APPLICATION

INSTRUCTIONS TO APPLICANTS: FAILURE TO PROVIDE ALL THE REQUESTED INFORMATION OR AN INCOMPLETE APPLICATION MAY RESULT IN NOT BEING CONSIDERED FOR YOUTH PROGRAM EMPLOYMENT. THIS INFORMATION REQUESTED IAW TITLE 5, UNITED STATES CODE, SECTION 301.

YOUTH PROGRAM TO WHICH SESSION APPLYING: (We have one session which goes for 8 weeks)

FOR CPAC USE ONLY

NAME (LAST, FIRST, MI):

SSN:

DATE
RECEIVED: _____

Age: _____

SPONSOR'S NAME (LAST, FIRST, MI):

STUDENT DATE OF BIRTH:

Session: _____

Location: _____

YOUR SPONSOR'S APO MAILING ADDRESS:

WORK TELEPHONE:

HOME TELEPHONE:

ALTERNATIVE POINT OF CONTACT IN CASE OF EMERGENCY:

WORK TELEPHONE:

HOME TELEPHONE:

HAVE YOU EVER WORKED FOR A YOUTH EMPLOYMENT PROGRAM WITH THE FEDERAL GOVERNMENT? ☐ YES ☐ NO IF YES, GIVE DATES AND PLACE

EDUCATION AND SKILLS

EDUCATION: ARE YOU CURRENTLY IN HIGH SCHOOL? ☐ YES ☐ NO

ARE YOU CURRENTLY ATTENDING A COLLEGE OR UNIVERSITY? ☐ YES ☐ NO IF SO, PLEASE GIVE COLLEGE NAME AND YOUR COURSE OF STUDY

PLEASE INDICATE ANY SPECIAL SKILLS THAT YOU HAVE WITH COMPUTERS. PLEASE INDICATE TYPES OF COMPUTERS YOU HAVE WORKED WITH, THE TYPES OF SOFTWARE, AND SPECIFICALLY TELL US WHETHER YOU HAVE ANY PROGRAMMING OR SOFTWARE INSTALLATION EXPERIENCE:

HOW MANY WORDS PER MINUTE CAN YOU TYPE? _____ PER MINUTE.

DO YOU SPEAK A FOREIGN LANGUAGE? ☐ YES ☐ NO IF SO, WHICH LANGUAGES?

WHAT EXTRA-CURRICULAR ACTIVITIES OR SPORTS DO YOU PLAY OR PARTICIPATE IN?

WORK EXPERIENCE

NAME AND LOCATION OF COMPANY OR ORGANIZATION YOU WORKED FOR:

DATES OF EMPLOYMENT

NAME OF SUPERVISOR/TELEPHONE

FROM:

TO:

TELL US WHAT YOU DID:

Additional experience may be included on the reverse side of this form

STUDENT SIGNATURE AND DATE:

SEE REVERSE SIDE FOR PARENT AND SCHOOL AUTHORIZATION TO WORK

WORK EXPERIENCE - CONTINUED

NAME AND LOCATION OF COMPANY OR ORGANIZATION YOU WORKED FOR:	DATES OF EMPLOYMENT		NAME OF SUPERVISOR/TELEPHONE
	FROM:	TO:	

TELL US WHAT YOU DID:

Additional experience must be included on a separate sheet of paper using this same format.

PARENTAL AND SCHOOL AUTHORIZATION TO WORK

THIS SECTION MUST BE COMPLETED BY YOUR PARENTS AND SCHOOL OFFICIALS IN ORDER FOR YOU TO WORK. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION.

1. PARENTAL AUTHORIZATION TO WORK IN YOUTH PROGRAMS (MUST BE COMPLETED BY SPONSOR):

- I, _____, authorize my dependent child _____ to work in a U.S. Government Youth Employment Program in the Republic of Korea sponsored by the U.S. Forces Korea.
- My child has my permission to perform ☐ Clerical jobs only ☐ Labor jobs only ☐ Both are acceptable. I further understand that by authorizing my dependent child to work the above type(s) of jobs that a declination of a job offer may result in not being employed in the program.
- I ☐ do authorize ☐ do not authorize my dependent child participating in the Youth Employment Program to receive emergency medical care. I understand that this applies only to those situations which are job injury related.
- Relationship of Child to Sponsor: _____

Sponsor Signature

Sponsor SSN

2. SCHOOL AUTHORIZATION TO WORK:

- The student named above is a full-time student at _____ School/College. If in college, the student is considered a full-time student which is defined as attending at least 12 semester hours or equivalent.

Printed Name and Position of School Official & Telephone

Signature

- If applying for Family Member Youth Part-time (Winter Hire) the student is cleared from classes during the time periods indicated below:

Approved Schedule

Printed School Official Name/Telephone

Signature

IMPORTANT INFORMATION TO THE APPLICANT:

Please make sure that you submit the following documents along with your application:

- ☐ Youth Employment Application
- ☐ Local Applicant Questionnaire (Obtain at your local CPAC/CPO).
- ☐ SF-1199 "Direct Deposit Form" completed by your bank
- ☐ Change of Address Form
- ☐ Copy of your sponsor's orders
- ☐ Copy of your U.S. Passport and Visa

